

**Washington Avenue Tunnel Appurtenances
City of Kingston
EDA Award No. 01-79-14217**

Description:

Notice is hereby given that the City of Kingston is seeking to retain a/an Engineering Services Firm(s) to provide survey, preliminary design, detailed design, easement descriptions, and construction administration, inspection and support services for this federally funded project located in the City of Kingston, Ulster County, New York. EDA Project Award No.: 01-79-14217, which is comprised of three (3) components, including:

- The installation of devices required to further stabilize the deep soil profile in the vicinity of the Tannery Brook Shaft at Washington Avenue for the purposes of ensuring that the Washington Avenue Tunnel remains structurally sound and free of the deleterious effects of high groundwater levels;
- The installation of stormwater conveyance piping and associated structures required to carry Tannery Brook flows from the rear of #21 Hewitt Place to the Washington Avenue Tunnel vertical shaft connection at Washington Avenue for the purposes of reducing groundwater recharge in the vicinity of the Tannery Brook Shaft at Washington Avenue, solely for the purpose of reducing its destabilizing effects upon insitu soil profiles;
- Restoration of surfaces to include public and private properties in the vicinity of the Tannery Brook Shaft at Washington Avenue which were disturbed by the unstable soil conditions created by the previously breached Washington Avenue Tunnel.

All work shall be designed and conducted in accordance with Department of Commerce and EDA Policies.

Survey will include but not be limited to: Tie-in into existing Project elevations and measurements, noting all improvements along the proposed route, establishing baseline control and benchmarks, and plotting of all collected data. Construction layout shall be by others.

Preliminary Design will include but not be limited to: preparation of the Preliminary Design Approval Document (identifying, assessing, and selecting a feasible design alternative and its associated impacts), gathering and analyzing data such as topographic survey and mapping, stormwater analysis and evaluation, evaluation of cost and environmental factors, easement considerations, coordination with existing utilities, and highway transportation considerations.

Detailed Design will include but not be limited to: development of final plans and specifications, structural rehabilitation design, highway design, development and design for public utilities, maintenance and protection of traffic during construction, ROW acquisition, and preparation and submission of final plans, specifications, construction cost estimates and all required certifications for the project.

Easement Descriptions will include but not be limited to: Project Scoping, Title Investigation, Environmental Impacts / Public Involvement, Relocation Planning, Appraisal and Appraisal Review.

Construction Administration and Support will include but not be limited to: providing technical support during construction on questions relating to the design, providing assistance in construction bid proceeding, analysis of bids, and review of shop drawings, if necessary. Construction Administration will be in accordance with EDA requirements and include but not limited to daily inspection reports, engineer diaries and preparation of contractors monthly and final payment request estimates.

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Construction Inspection will include but not be limited to: providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the final plans and specifications, and preparation of as-built plans.

The anticipated start date of survey and preliminary design is March 2013 with the construction contract letting for certain individual components expected to begin July 2013, with construction completion of all components by January 2015. The anticipated total project cost is approximately \$1,400,000.

The City of Kingston will select the most cost competitive bid submitted by a qualified firm.

Interested firms should submit their bid along with five (5) copies of their Qualifications, to the address below no later than 2:00 p.m. on March 6, 2013. Qualifications shall include:

- Contract Organization;
- Identification and Resumes of Key Personnel;
- Statement of Understanding of the work to be done;
- Statement of Experience with similar kinds of work;
- Statement of Familiarity with Department of Commerce and EDA requirements;
- Statement of Availability of Key Personnel for the timely completion of the work;
- Statement of Organizational and Financial responsibility;
- Statement of Logistical and Familiarity with the Project Area;
- Re-Statement or verification of anticipated design and construction schedule; and
- Fully executed Form (SF) 330 for the prime and all proposed sub-consultants. Information included shall be dated no more than one year before the submission date.

Proposals shall be limited to a maximum of six (6) single-sided pages exclusive of Forms SF 330. Any pages submitted beyond the maximum will be discarded and not count toward the proposal evaluation.

The total cost to the City for performing the proposed services shall be indicated, broken down by component and work elements, showing titles, estimated man-hours and billing rates. Payment for services will be on the basis of actual hours worked multiplied by the billing rates, with a **maximum amount payable**.

Special Project Requirements:

The selection and retention of a consultant will be contingent upon the availability of the proposed key staff, unless substitutes are approved by the City of Kingston during negotiations.

Women and Minorities are encouraged to submit proposals in response to this solicitation. Other proposers are encouraged to submit Women and Minority sub-consultants where appropriate. The goal for participation of women is 6.9 percent; the goal for minority participation is 17 percent.

Historic properties shall be protected; the New York State Office of Parks, Recreation, and Historic Preservation (Kenneth Markunas, 518-237-8643 ext. 3273) shall be engaged where alteration to structures or excavation of intact soils is contemplated.

Summary of EDA Construction Standards shall be made a part of this Invitation for Engineering Services by attachment.

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"Contractors are hereby notified that they are encouraged, to the greatest extent practicable, to purchase American-made equipment and products with funding provided under this award" (**BUY AMERICAN CLAUSE**).

Federal and State Labor Requirements:

Federal (Davis-Bacon) Wage Rates see: <http://www.wdol.gov/wdol/scafiles/davisbacon/ny.html>
State Wage rates: <http://www.labor.ny.gov/workerprotection/publicwork/PWContents.shtm>

Insurance:

The successful proposer will agree to indemnify and hold the City of Kingston, its Legislators, Officers, and Employees harmless against all loss, cost, or damage, on account of injury to person or damage to property as a result of any action or inaction of the successful proposer or its representatives or agents or subcontractors in performance of this contract and against all fines, penalties any other losses which the City shall be obliged to pay or incur in connection with the performance of the work under the contract.

In addition the successful Engineer shall procure and maintain at his own expense and without expense to the City, insurance for liability for damages imposed by law, of the kinds and amounts hereinafter provided, in insurance companies authorized to do business in the State of New York covering all operations under the contract whether performed by the successful Engineer or his subcontractors. Before the inception of this contract the successful Engineer shall furnish to the City a Certificate of Insurance form(s) satisfactory to the City exhibiting compliance with this paragraph and providing that the policies shall not be changed or canceled until thirty (30) days written notice has been given to the City. The types and limits of insurance shall be as follows:

- a) Workers Compensation as required by Law (submit Form C-105.2)
- b) Disability Benefits as required by Law (submit Form DB-120.1)
- c) Bodily Injury Liability - \$2,000,000.00 each occurrence
\$2,000,000.00 aggregate
- d) Property Damage Liability - \$2,000,000.00 each occurrence
\$2,000,000.00 aggregate
- e) Automobile Liability - \$2,000,000.00 single limit
- f) Professional Liability - \$2,000,000.00 (identified as a claim made or an occurrence policy)

Evaluation of Proposals:

The Selection Committee, including the City Engineer, shall make the selection of consultant based upon an evaluation of proposals. Proposals will be evaluated on the following criteria:

- Prior experience of the firm on projects of this type and scope (20%);
- Prior experience and expertise of the personnel to be assigned to this Project (20%);
- Past record of performance on contracts, including such factors as cost control, expedience of design and approvals, ability to maintain schedule, quality of work, and responsiveness (20%);
- Ability to meet the project schedule or proposed improvements to the schedule (20%); and
- Cost factors (20%).

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A mandatory Pre-Bid Meeting and Site Visit shall be held at 10 AM on February 20, 2013. The meeting shall commence at City Hall, 420 Broadway, Kingston, NY 12401, Conference Room #1, and then move to the Project Site immediately following discussions of administration.

Sub-consultants, Subcontracting, and/or joint ventures are permitted.

Participation Goals for Women, Minorities and Disadvantaged Business Goal: 23.9%

Proposal Due Date: 02/20/2013 2:00 PM

Contract Term: 12/31/2014

Location: City of Kingston

Submit To: Ralph Swenson, PE
 City Engineer, City of Kingston
 420 Broadway
 Kingston, NY 12401
 rswenson@kingston-ny.gov
 Phone: (845) 334-3967
 Fax: (845) 334-3950